

Procedure: <i>Taking a CBT Course</i>	
Issue Date: May 5, 2000	Procedure ID: <i>P-TR-070</i>
Supersedes: March 8, 2000	Rev/Change 2.0

1. **Purpose:** To describe how to take a CBT course.
2. **Applicability:** This procedure is applicable to all contractor personnel assigned to ATISD.
3. **Responsibility:** Trainee
4. **Support:** Training Coordinator
5. **Invoked By:** As Needed
6. **Inputs:** N/A
7. **Outputs:**
CBT Request Form S-TR-070
8. **Procedures Invoked:** N/A
9. **External Procedures Referenced:** N/A
10. **Procedure Steps:**
 - a) The trainee completes a CBT Checkout Form (S-TR-070).
 - b) The trainee signs the "CBT Software License Agreement Form" (one time only). This signed form will be kept on file and will be applicable for all courses the employee chooses to take.
 - c) The trainee obtains an approval signature, if applicable (see Note a).
 - d) The trainee returns the completed form to the Training Coordinator.
 - e) The Training Coordinator gives the CD to the Employee.
 - f) The trainee will download the material on the PC of their choice.
 - g) The trainee returns the CD to the Training Coordinator.
 - h) The trainee completes the course and takes the test.
11. **Notes:**
 - a) The trainee should coordinate the courses they wish to take with their supervisor.
 - b) See the Training Coordinator for the latest detailed instructions on how to download, copy test result and uninstall the course material.